

Instructions for Remaking Ballots **(from the Election Day Manual)**

To remake a ballot, the following steps should be followed:

1. At least two election inspectors (if party-affiliated inspectors are present, use one of each party) must participate in this process.
2. Election inspectors shall announce to observers, if present, that a ballot is being remade and the reason for doing so.
3. Note and select a reason for remaking the ballot in the endorsement section of the ballot.

For Official Use Only	
<i>Inspectors: Identify ballots to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/> Overvoted	
<input type="checkbox"/> Damaged	
<input type="checkbox"/> Other	
Original Ballot No. or Duplicate Ballot No.	
_____	_____
Initials of inspectors who remade ballot.	

a. “Overvoted” ballots are ballots with at least one instance in which the elector has voted for more than the maximum number of selections allowed in a contest.

b. “Damaged” ballots include ballots in which the voter circled names on the ballot rather than marking the arrows or ovals and ballots mutilated by postal equipment.

c. “Other” ballots include ballots emailed or faxed to a military or overseas elector and ballots accessed and completed by a military or overseas elector through MyVote Wisconsin.

4. These ballots are labeled “Original Ballot # (serial number)” and “Duplicate Ballot # (same serial number)” in the endorsement section of the ballot. Remade ballots are issued a sequential number regardless of the reason the ballot was remade. The election inspectors remaking the ballot should initial the ballot in this section.
5. Transfer votes based on voter intent from the original ballot to the duplicate ballot so the electronic tabulator will accept the ballot. An overvoted contest on the original ballot is left blank on the duplicate ballot, unless voter intent can be determined. The duplicate ballot for a crossover voted

original ballot is a blank ballot for municipalities with a DS200 or M100 electronic tabulator.

6. Describe on the Inspectors' Statement (EL-104) why the ballot had to be remade.

Use a code of "OV" to identify overvoted ballots.

Use a code of "DM" to identify damaged ballots.

Use a code of "OT" to identify ballots remade for other reasons.

7. The "remade" ballots are inserted into the tabulating device.
8. The original ballots are bundled together, marked and placed in the "Original Ballots Envelope."
9. The "Original Ballots Envelope" is placed in the ballot container.